



# HQ CADET COMMAND

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*IMPACT & ACQUISITIONS*





# HQ ACQUISITIONS

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## IMPAC & CONTRACTING ASSISTANCE AT HQ CADET COMMAND





# HQ ACQUISITIONS

## HQ Cadet Command Purchases

- Contracted Meals for **Authorized Training Events** (FTX, Staff Ride, Ranger Challenge)
- Latrine Rental
- Requirements over \$2,500 (such as Meals or Transportation for Ranger Challenge)





# HQ ACQUISITIONS

## HQ Cadet Command Purchases

- **Gym Fees (Active Duty Military Only) - thru P & A**
- **Parking Fees (Active Duty & DoD Civilians) - thru P & A**
- **Cadet Swim Lessons - thru DOLD**





# HQ ACQUISITIONS

## FORMS REQUIRED

- **CC Form 3953 required if purchase is over \$2,500.**
- **Use memo format if under \$2,500.**
- **All requests over \$2,500 require either 3 sources or a Sole Source Justification.**





# HQ ACQUISITIONS

## PROCUREMENT GUIDANCE

- Requests under \$2,500 require 30 days lead time to the Acquisitions Team.
- Requests over \$2,500 require a minimum of 45 days lead time to insure Ft Eustis Contracting can process the request.
- Vendor must be registered in CCR (Central Contractor Registration) if over \$2,500





# HQ ACQUISITIONS

7

## **ROAD MAP TO ACQUISITIONS INFO ON THE CADET COMMAND RIGHT SITE:**

- **<http://www.rotc.monroe.army.mil>**

**The Right Site: Go down left side of screen; Click on CC SOPs-Processes-Forms; Click on Management Logistics; Click on Acquisitions; Click on Acquisition Procedures; look on right side of screen, under Description, for 3953s, memo, etc**





# HQ ACQUISITIONS

## CHECK PAYMENT RULES

- Memo must state if vendor will only accept payment by check.
- If a check payment, the vendor's federal tax ID number **MUST** be included.
- If a check payment, tell us in your memo if vendor is a sole proprietor. If so, include owner's full name.







# RECEIVING REPORTS- SF1449

9

- **Check Block 32a (Received and Accepted); Blocks 32b and 32c; Block 36; Blocks 42a, 42b, and 42c.**
- **Print your name, title, address and phone number on lower left corner of page.**
- **Initial in Block 26, next to dollar amount. If less than award amount is to be paid, change in block 26 and on appropriate Item Numbers.**





# IMPAC & ACQUISITIONS

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## LOCAL IMPAC USAGE





# IMPAC & ACQUISITIONS

- Only active duty and DoD civilians can be cardholders - No Contracted or University employees.
- JROTC instructors are exception.





# GUIDANCE

12

- **DA SOP, 31 JULY 2002**  
**Mandatory Compliance**
- **CC Reg 700-1, Chapter 5**
- **Your support installation's SOP**
- **Conflict?**





U.S. ARMY

# BATTALION RESPONSIBILITIES

- **Assure purchases are limited to authorized items.**
  - **If in doubt, check with brigade/region**
- **Assure funds are available**
  - **If in doubt, check with installation**
- **Assure single purchases do not exceed \$2,500.**
- **Send cardholders and billing officials to installation-provided training.**





# **BDE/REGION RESPONSIBILITIES**

- **Provide guidance on authorized purchases.**
- **Inspect/review IMPAC purchase records twice a year (Region inspects Bde, Bde inspects Bn)**
- **Investigate improper/unauthorized credit card purchases.**
- **Take appropriate administrative, judicial, and/or pecuniary actions based on the inquiry outcome.**





# INSTALLATION RESPONSIBILITIES

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15

- **Issue and terminate IMPAC cards.**
- **Provide training and monitor usage.**
- **Provide guidance on purchase legality.**
- **Installations DO NOT authorize purchases (clothing, equipment, etc.).**
- **Installation budget maintains your funds.**





# Authorized Purchases/Supply Sources

- **Supplies and equipment consistent with mission.**
- **Purchases IAW laws, regulations and Cadet Command policies.**
- **CTA approval (CTA 50-970 Consumables only).**
- **Regulatory approval.**
- **Region or Brigade approval.**
- **Single purchase limit \$2,500.00.**







# Authorized

# ~~Purchases/Supply Sources~~

## MANDATORY SOURCES

- **DoD Supply System**
- **Activity/Installation inventories (SSSC)**
- **EMALL**
- **National Industries for the Blind and Handicapped (NIB/NISH)**
- **Items available through GSA, DLA or specific contractors authorized to purchase through GSA**





# CARDHOLDER DO'S AND ~~DON'TS~~

- **DO Notify Billing Official and PBO of all non-expendable purchases**
- **DO ensure item is authorized before purchase**
- **DO ensure funds are available prior to purchase**





# CARDHOLDER DO'S AND ~~DON'TS~~

19

- **DO NOT split orders to fall within the \$2,500 expenditure limits for a single purchase.**
- **DO NOT use for GSA vehicles.**
- **DO NOT use for TDY.**





# **PURCHASE PROHIBITIONS**

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## **DA Prohibitions**

- **Dept. of the Army Government Purchase Card Standing Operating Procedure (DA SOP), dated 31 July 2002.**
- **List is not all-inclusive.**





# CONTROLLED PURCHASES

**Handguns, firearms, chemicals,  
ammunition,  
explosives and weapons system-  
related items:**

**HQ Cadet Command, in conjunction  
with Bde or Region, grants approval  
and/or places the orders for these  
items.**





# IMPAC & ACQUISITIONS

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# CARE





# CARE

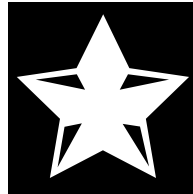
**DA STANDARD IS**

**CH AND BO HAVE FIVE  
(5) BUSINESS DAYS TO  
APPROVE AND CERTIFY  
THE STATEMENT.**





# CARE



## ZERO TOLERANCE FOR DELINQUENCIES







# WEBSITES

- **<http://www.rotc.monroe.army.mil>**
  - **What's New**
  - **The Right Site**
- **<http://purchasecard.saalt.army.mil>**
  - **Provides information on the IMPAC Program**
  - **DA SOP (Posted 8 Aug 02 under What's New)**
  - **EMAIL Questions & Answers**





# WEBSITES

- **<https://care.usbank.com>  
On-line IMPAC system**
- **<https://email.prod.dodonline.net>  
DOD EMAIL**





# WEBSITES

- **<http://apps.fss.gsa.gov/services/gsa-smartpay/taxletter>**  
**Can access your state tax ID letter**
- **[www.ccr.gov](http://www.ccr.gov)**  
**Vendors can register with government to be eligible for contracts. (Necessary if requirement exceeds \$2,500.)**





# ACQUISITIONS CELL, HQCC

## POCs

**1 - 5 Bde                      KATHY MICHAELS**  
**757 788-4318**

**Michaelk@monroe.army.mil**

**6 - 9 Bde              Vacant**  
**757 788-5462**

**10 - 14 Bde              DEBBIE AINSLIE**  
**757 788-4627**

**Ainslied@monroe.army.mil**

**TEAM LEADER - KATHY BEUSCHEL 757**  
**788-5482**

